

LAFAYETTE MANOR COMMITTEE MEETING

Thursday, April 27, 2017

Meeting Time: 4:30 PM

Attending Committee Members & Manor Staff

Larry Ludlum, Chairman

Gerald Heimann

Tony Ruesga

John Perkins

Judy Swanson

Peggy Rolli, ADM

Jill Boelk, HRC - Excused

Judy Arn, DON

Jack Sauer, County Board Chairman

Call to Order -

The Lafayette Manor Committee Meeting was called to order at 4:36 p.m. by Larry Ludlum, Chair. All Committee members were present.

Posting -

Judy Arn reported that the meeting agenda was posted at the Court House, Memorial Hospital, Lafayette Manor, submitted to the County Clerk's Office for posting on the County website (along with the not yet approved March 28, 2017 meeting minutes), and submitted to the R.J.

Minutes -

A motion was made by Gerald Heimann, and seconded by John Perkins, to approve the March 28, 2017 meeting minutes, as written. The motion carried unanimously.

Approval of Agenda –

A motion was made by Tony Ruesga, and seconded by John Perkins, to approve the April 27, 2017 agenda with the removal of 9 E, F and G. The motion carried unanimously.

Public Comment -

No Public Comment.

Lafayette Manor Financial Notes – Presented by Peggy Rolli, Administrator

Overview of Finances

- YTD Average Daily Census is 55 residents, which is one less than the 2017 budgeted census of 56.
- YTD Gross patient revenues, at \$4,666,982, are behind budget by approximately \$194,354.
- Other operating revenues are below budget due to the Resident Day Care. We have not had a daycare resident in a long time.
- Total Net Revenues are \$4,413,383, which is \$187,260 behind budget.
- The hospital payment to the manor for rent year to date is \$17,280.
- Net Income/Loss is \$335,426.
- Levy Amount Allowed: \$298,885
- Levy Amount Remaining: \$36,541

A/R Aging:

- The total Accounts Receivable as of April 27, 2017 is 331,412.

A motion was made by Gerald Heimann, and seconded by Tony Ruesga, to approve the financial report as presented. The motion was carried unanimously.

Audit of Bills – Presented by Peggy Rolli

Peggy Rolli went over some of the submitted bills.

A motion was made by John Perkins, and seconded by Tony Ruesga, to approve the Bills as presented. The motion was carried unanimously.

Utilization Report –

The following admission and pay source information was submitted for March 31, 2017:

March 31, 2017 Admission / Discharge Report	
Total Admissions	4
Total Discharges	3
Charges Report	
Pay Source: Medicare Part A	6
Medical Assistance	39
Private Pay	15
Insurance	0
Average Daily Census	54

A motion was made by Tony Ruesga, and seconded by John Perkins, to approve the Utilization Report as presented. The motion was carried unanimously.

Management Report –**A. RN/LPN Proposal**

Peggy Rolli reported that the Mano has the following need for nursing currently: 2 Full-time RN or LPN on day shift and 3 Part-time RN or LPNs on PM shift. For CNA's we need 1 full-time and 1 part-time on the PM shift.

We looked at the contracted /agency staff providers. We haven't had good luck with them. They will contact us to send them our open shifts and we do this and they can't fill the shift we have open. Specialized Staffing from Bloomer Wisconsin contacted us and they charge \$65 dollars per hour for RNs, \$55 dollars per hour for LPNs and \$30 dollars an hour for CNAs. Another company, AECO, they charge \$70 dollars an hour for RNs, \$60 dollars an hour for LPNs and \$40 dollars an hour for CNAs. Currently our RNs make \$25.12 on Days, \$25.87 on PMs and \$26.12 on Night shift. LPNs make \$19.80 on Days, \$20.55 on PMs and \$20.80 on Night shift.

Here are a few proposals to consider:

1. We give the RNs an additional \$5 dollars per hour for PRN/Non-benefit status and LPNs \$4 dollars per hour for PRN/Non –benefit status.
2. We give RNs a \$2 dollar per hour raise and LPN's a \$1 dollar per hour raise.

3. We offer a Sign on Bonus for Full-time RNs of \$1,000 dollars and Full-Time LPNs of \$750 dollars with a 1 year commitment.

A motion was made by Jack Sauer, and seconded by Gerald Heimann, to offer the RNs an additional \$5 dollars per hour for PRN/Non-benefit status and \$4 dollars per hour for LPNs for PRN/Non-benefit status. We also offer a Sign on bonus for a full-time RN at \$1,000 dollars and full-time LPNs at \$750 dollars with a 1 year commitment. The motion was carried unanimously.

B. Dress Code Policy

Peggy Rolli reported that our dress code policy hasn't been updated in years and since it varies from the county policy it has to be approved by the Manor committee. There have been a few issues lately so we needed to update the policy.

A motion was made by Tony Ruesga, and seconded by John Perkins, to approve the Dress Code Policy as presented. The motion was carried unanimously.

C. Nursing Home Week

Peggy Rolli reported the national nursing home week begins every year on Mother's Day for the week and we have a lot of good activities planned for staff and residents. We are having some music, staff potlucks, picnic lunch and gifts for residents and staff. The title of the week is Let's Celebrate the Spirit of America this year.

D. ADRC Senior Social

Peggy Rolli reported that the Lafayette Manor will have a booth at this event and it will be held next Wednesday, May 3rd, from 10am to 12pm. It is very well attended with each agency from the county participating. It will be held at the Baptist Church in Darlington WI.

E. Auxiliary Report

Peggy Rolli reported that the auxiliary did not meet so there is no report at this time.

F. Marketing Report -

Peggy Rolli presented the Marketing Report; stating that the following photos with articles has been submitted to the Republican Journal:

April 2017

- Gladys Taylor 101 Birthday
- Easter egg coloring
- Occupational Therapist Joanna and Galin Eisely resident
- Laptop purchased by Manor Auxiliary & New Activity Assistant Cheri Kammes
- Willow Springs 4-H play bingo with residents

The Manor article that appears in the MHLC newsletter featured Connie Richards. Connie is a Dietary Cook and has worked at the Lafayette Manor for 5 years.

G. OT & Staffing – Reported by Jill Boelk

Overtime Expenses were up slightly in March, with March OT totaling \$8,929.49. The current staff continues to step up, working additional shifts, to ensure the safety and well-being of our residents, which is greatly appreciated.

Personnel / Payroll Report – Reported by Jill Boelk

Family / Medical Leaves

- 1 - ADA Accommodation
- 2 – Intermittent FMLA Leaves

STAFFING

8 – New Hires

1 – Transfer to the Hospital

1 - Resignation

Brittany Langkamp	FT/Bedmaker	New Hire: 3/30/2017	Full-Time Bed Maker – Days & PM Shift
Cheri Kammes	PT/Activity Asst	New Hire: 4/4/2017	Reg. Part-Time (.6) – Activity Assistant
Taylor Reuter	FI/CNA	New Hire: 4/5/2017	PRN/Fill-in – CNA – High School Student
Alexis Johnsen	FI/CNA	New Hire: 4/7/2017	PRN – CNA
Caitlyn Qualley	FI/CNA/MedTech	New Hire: 4/7/2017	PRN – CNA & Med Technician
Angie McDermott	PT/LPN	New Hire: 4/6/2017	Reg. Part-Time (.6) – LPN – Days & NOCs
Mercedes Canon	PT/Hskpng	New Hire: 4/14/2017	Reg. Part-Time – Housekeeper
Michelle Paulson	PRN/RN	New Hire: 4/17/2017	PRN – RN – All Shifts
Brittany Monahan	FT/CNA	Transfer: 4/17/2017	Full-Time CNA – Days – Transferred to Hospital
Abigail Jerry	FI/CNA	Resignation: 4/18/2017	Fill-In – CNA – High School Student

Workman's Compensation January 1, 2017 – March 31, 2017

- 9 – First Report of Injury - No Reportable Time Off

95 Total Employees:

- 41 Full-Time
- 17 Part-Time
- 37 Fill-In Status

A motion was made by John Perkins, and seconded by Gerald Heimann, to approve the OT & Staffing as presented. The motion was carried unanimously.

Agenda Items for Next Meeting –

The following agenda items were suggested for the upcoming meeting:

1. RN/LPN Proposal

Date of the Next Meeting –

The next Manor Committee meeting is scheduled for:

**Tuesday, May 23, 2017
5:30 PM MEETING
LOCATION:
Lafayette Manor – 1st Floor West Meeting Area**

Adjournment

On a motion made by Gerald Heimann, and seconded by John Perkins, the meeting of the Lafayette Manor Committee was adjourned.

Respectfully submitted by,

Jill Boelk

Jill Boelk
Human Resource Coordinator
JB/jrb